

Zoning Sign Criteria

The number of signs and the placement of signs shall be determined at the time of submitting the zoning and/or specific use permit case. It is the responsibility of the person submitting the zoning and/or specific use permit application to acquire this information upon submitting the request.

Zoning Signs

- A. Definition - A zoning sign is a sign erected on the property requested to publicize a zoning change or a specific use permit (SUP).
- B. Size - Signs shall be four (4) feet by four (4) feet.
- C. Location -
 - 1. The sign shall be placed in a location visible from all streets adjacent to the property included in the request.
 - 2. Signs shall be located no greater than twenty (20) feet from the front property line, and shall be a minimum of two (2) feet off the ground, unless otherwise directed by the Director of Planning or his/her designee.
- D. Other Conditions -
 - 1. The sign shall be constructed in accordance with the City's design standards for zoning signs.
 - a. Two (2) sided ten (10) millimeter Coroplast sign.
 - b. Lettering on both sides of the sign as shown on the exhibit.
 - c. Metal or wood posts shall be used.
 - 2. The property owner or his/her representative shall erect the sign on the property fourteen (14) days prior to the first public hearing scheduled to discuss the zoning and/or specific use permit case applicable. The property owner is be responsible for maintaining the sign on the property throughout the entire zoning case.
 - 3. The property owner or his/her representative must provide verification with a photograph that the zoning and/or specific use permit sign is in place one (1) week prior to the scheduled Planning & Zoning Commission meeting date.
 - 4. The property owner or his/her representative must remove the sign within three (3) days: (i) after the City Council's approval of the ordinance rezoning the property; (ii) after the Planning & Zoning Commission denies the request, unless an appeal to the City Council is made; or (iii) after the City Council denies the zoning request.

Property owners/applicants may use any sign company to meet zoning sign criteria; you must adhere to the following instruction:

- 1. Upon submitting an application for a zoning and/or specific use permit request, Development Services Department will notify the applicant of the number and location of signs needed for the request.

2. To order zoning signs, the applicant must contact the sign company by phone, fax or e-mail at least five (5) working days prior to the City's mandated deadline.
3. The sign company will install the zoning sign(s) in the designated location(s). The sign company representative will provide to Development Services Department a photograph verifying the sign(s) placement.
4. The sign company will remove the sign within two (2) days of notification by the Development Services Department, which will not be until after the City Council process. Signs will be held for ten (10) days for pick-up by the property owner. Neither sign company will be held responsible for any costs that result from failure to arrange for sign removal. Violations of the sign ordinance will result in fines to the property owner and may delay the request for zoning or specific use permit.

If you have any questions, please call (972) 292-5300.